

**Amendment #01**  
**Human Services Department**

**REQUEST FOR PROPOSALS (RFP)**

**ASPEN IT Enhancement and Support Services**  
**RFP # 22-630-4000-0006**



Amendment Date: 05/20/2022

RFP Release Date: 04/07/2022

Proposal Due Date: 06/21/2022

**This Amendment No. 01 serves to modify the following section on the specified page of the RFP:**

Change on page: 11-12

From:

## **II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

### **A. SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

<b>Action</b>	<b>Responsible Party</b>	<b>Due Dates</b>
1. Issue RFP	Agency	4/7/2022
2. Acknowledgement of Receipt Form	Potential Offerors	4/20/2022
3. Pre-Proposal Conference	Agency	4/20/2022
4. Deadline to submit Written Questions	Potential Offerors	4/22/2022
5. Response to Written Questions	Procurement Manager	5/5/2022
6. Submission of Proposal	Potential Offerors	6/6/2022
7.* Proposal Evaluation	Evaluation Committee	6/7/2022 - 6/24/2022
8.* Selection of Finalists	Evaluation Committee	6/24/2022
9.* Best and Final Offers	Finalist Offerors	7/6/2022
10.* Oral Presentation(s)	Finalist Offerors	7/12/2022 – 7/14/2022
11.* Finalize Contractual Agreements	Agency/Finalist Offerors	12/8/2022
12.* Contract Awards	Agency/ Finalist Offerors	12/15/2022
13.* Protest Deadline	Agency	+15 days after notification of award

\* Dates indicated in Events 7 through 13 are estimates only and may be subject to change without necessitating an amendment to the RFP.

To:

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

### B. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Agency	4/7/2022
2. Acknowledgement of Receipt Form	Potential Offerors	4/20/2022
3. Pre-Proposal Conference	Agency	4/20/2022
4. Deadline to submit Written Questions	Potential Offerors	4/22/2022
5. Response to Written Questions	Procurement Manager	5/20/2022
6. Submission of Proposal	Potential Offerors	6/21/2022
7.* Proposal Evaluation	Evaluation Committee	6/21/2022 - 7/8/2022
8.* Selection of Finalists	Evaluation Committee	7/8/2022
9.* Best and Final Offers	Finalist Offerors	7/14/2022
10.* Oral Presentation(s)	Finalist Offerors	7/19/2022 – 7/21/2022
11.* Finalize Contractual Agreements	Agency/Finalist Offerors	12/8/2022
12.* Contract Awards	Agency/ Finalist Offerors	12/15/2022
13.* Protest Deadline	Agency	+15 days after notification of award

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Page 35-36

From:

## V. EVALUATION

### B. EVALUATION FACTORS

Responses will be scored on a point system with one-thousand (1,000) total points including orals. Offerors with the highest total points prior to oral presentations will be considered Finalists. The number of Finalist Offerors will be determined at the discretion of the Evaluation Committee. Finalists will be asked to provide an Oral Presentation with a possible score of one hundred (100) points. The award for this contract will go to the Finalist deemed to be the most advantageous and to offer the best value to the State for this work.

To:

## **V. EVALUATION**

### **B. EVALUATION FACTORS**

Responses will be scored on a point system with one-thousand (1,000) total points including orals. Offerors with the highest total points prior to oral presentations will be considered Finalists. The number of Finalist Offerors will be determined at the discretion of the Evaluation Committee. Finalists will be asked to provide an Oral Presentation with a possible score of fifty (50) points. The award for this contract will go to the Finalist deemed to be the most advantageous and to offer the best value to the State for this work.